

**CONFIDENTIAL**

4 October 1977

MEMORANDUM FOR: Director of Training

FROM:

[REDACTED]  
Course Administrator

SUBJECT: Course Report--Administration Directorate  
Review: Trends and Highlights Number 62,  
27 to 30 September 1977 (U)

25X1A

1. (U) The curriculum this running, as in the past several runnings, reflects the missions and functions conducted within the Directorate of Administration. Through this method, it is attempted to update class members' awareness and understanding of current activities, problems, and trends in the Directorate. There were representatives from all eight offices in the Directorate, including the Special Support Assistant, the Information Systems Analysis, and Information and Privacy Staffs. Presentations were also made by the Office of General Counsel and the Directorate of Operations.

2. (U) Class Evaluations

With regard to the class members' appraisal of how well the course met its stated objectives, they assigned an overall rating of 6.0, based on a scale of 1 (low degree) to 7 (high degree). This response, together with the class' written and oral comments as well as the course administrator's observations, indicates that the course continues to satisfy its objectives.

3. (C) Almost all segments of the course were very well received; subjects and topics rated "most useful" by many of the participants included presentations of Freedom of Information and Privacy Acts, The Agency's Communications

[REDACTED]  
Logistical Support of Agency Activities, and Physical and Mental Health in CIA. The Status Report on the Agency and Community by [REDACTED] was also very much appreciated. Some of the participants noticed a negative tone concerning the Agency's current unsettled situation and commented that at this juncture in the Agency's/Directorate's history,

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SUBJECT: Course Report--Administration Directorate Review:  
Trends and Highlights Number 62,  
27 to 30 September 1977 (U)

there were not many "trends and highlights" to mention. As usual, the attitudinal adjustment hour was well received by the class members and presented the necessary informal forum for the sharing of ideas and information. At the request of the class, the money remaining in the class treasury will be sent to Children's Hospital. There were some class members who thought that the money should be put into the renovation

25X1A

4. (U) This course format appears to be highly successful; therefore, I have no suggestions or comments at this time to improve future runnings of the course.

5. (U) The End-of-Course Data Sheet (see Attachment 3) reflects the relevant class and course statistics for this running.

6. (U) Conclusion

It would appear that this running of Trends and Highlights was indeed most successful. The course continues to meet its stated objectives and they are responsive to the needs of the Directorate's employees.

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Attachments

- 1 - Course Schedule
- 2 - Class Roster
- 3 - End-of-Course Data Sheet
- 4 - Student Evaluations

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report--Administration Directorate Review: Trends and Highlights  
Number 62, 27 to 30 September 1977 (U)

FROM:

Course Administrator  
II/IMB, 926 C of C

EXTENSION

NO.

2452

DATE

4 October 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/II/IMB  
926 C of C

10/4

*[Signature]*

2. C/II  
926 C of C

10/4

10/5

*[Signature]*

3. C/PPG  
1016 C of C

10/6

*[Signature]*

4. *EA*

6 OCT

10/6

*[Signature]*

5. *C/TSS*

7 OCT

*[Signature]*

6.

7. DDTR  
1026 C of C

11 OCT 1977

10/11

*[Signature]*

8. DTR  
1026 C of C

11 OCT 1977

14 OCT 1977

*[Signature]*

9. C/II  
926 C of C

10/17

10/17

*[Signature]*

10. C/II/IMB  
926 C of C

10/17

*[Signature]*

11. Course Administrator

10/17

10/17

*[Signature]*

12. File

13.

14.

15.

A course highly-rated by the students despite current unsettled conditions in the Agency. Please note in particular the high regard for the OAS presentation by Dr. *[Signature]*

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FORM 3-62 160 USE PREVIOUS EDITIONS ☐ SECRET ☒ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

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ADMINISTRATION DIRECTORATE REVIEW

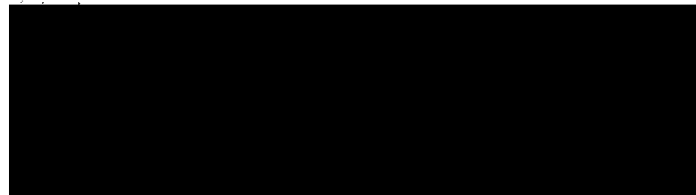
TRENDS AND HIGHLIGHTS

Course Number 4-77

(Sixty-second Running)

27 - 30 September 1977

25X1A



Course Administrator:

Training Assistant:



25X1A

OFFICE OF TRAINING

Room 926, Chamber of Commerce Building  
Extension 2452

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### Course Objective

The objective of this course is to update ODA Careerists' awareness and understanding of current activities, problems, and trends in the Administration Directorate and its components.

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TUESDAY, 27 September

25X1A

0900-0930 Check-in and Administrative Details

25X1A 0930-0950

Welcome [REDACTED]

The course begins with a welcome from [REDACTED]

25X1A

25X1A

0950-1015 Course Objectives and Introduction

[REDACTED]  
Course Administrator

We will spend a few minutes talking about the course objectives and what you can look forward to during the coming four days.

1015-1115 Reading and Discussion Session: The Administration Directorate and the Agency.

Class and Staff

DDA Functions Booklet (December 1976)  
MBO in the DDA (March 1976)  
DDA Personnel Management Handbook  
(April 1975)  
DDA Administrative Instruction  
No. 76-2  
DDA Upward Mobility Program  
(Project AIM)  
DDA EXCHANGES (July 1977)

25X1A

1115-1200 A Status Report on the Agency and the Intelligence Community

[REDACTED]  
Briefing Officer,  
Office of Training

Our speaker will discuss the recent reorganization of the Agency and its relationship with the Community. He will in particular discuss the National Intelligence Tasking Center, the DDI/PIO merger and the Budget and Evaluation Authority of the DCI.

1200-1300 LUNCH

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TUESDAY, 27 September (continued)

1300-1400

Personnel Management

F. W. M. Janney

Director of Personnel

The Office of Personnel serves your career needs from the time you enter on duty until your retirement. Mr. Janney will discuss his office and the major policy decisions that have changed personnel management in the past few years.

1415-1515

Equal Employment Opportunity in CIA

[REDACTED]  
Deputy Director  
Office of Equal  
Opportunity

25X1A

The Director of Central Intelligence is firmly committed to achieving equal employment for all CIA employees. During this session, our speaker will discuss CIA's program for assuring equal employment opportunity, and the progress to date toward raising the level of minority employment. In addition, the complaint system for those who feel they have been discriminated against because of race, color, religion, sex, age, or national origin, will be explained.

1530-1630

Training for Tomorrow

[REDACTED]  
Deputy Director  
of Training

25X1A

The Office of Training plays a key role in helping Agency personnel to maintain high performance standards. The training available to Agency employees will be reviewed with special emphasis on the courses that are most useful to DDA careerists. Mr. [REDACTED] encourages your questions about specific courses and the Office.

25X1A

1630-1830

SOCIAL HOUR AND DINNER

25X1A

1900-2015

Jurisprudence and CIA

[REDACTED]  
Office of the  
General Counsel

25X1A

Our speaker will discuss the issues created by the recent investigations of the Agency and changing political attitudes about intelligence and national security affairs. The changing legal climate as well as new legislation impacting on the Agency and its involvement in the courts will also be discussed.

*Wednesday  
28 Sept*

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WEDNESDAY, 28 September

SECURITY

The first three presentations today will focus on the challenging effort to maintain personal, physical, and technical security at Headquarters and abroad.

25X1A

0900-1030

Security in CIA today

Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in the many facets of security. He will examine new challenges and the changing nature of the serious security threat that faces the Agency today.

████████████████████  
Acting Director of  
Security

1045-1200

Polygraph Operations

The polygraph is one of the most important techniques used in establishing the bona fides of operations assets. During this session, we will review the research and development of this technology and discuss its Agency applications.

████████████████████  
Chief, Polygraph  
Branch, Office  
of Security

25X1A

1200-1300

LUNCH

25X1A

1300-1430

Technical Countermeasures

During this one and one-half hours, we will see a demonstration of the countermeasures used in the effort to prevent, detect, or neutralize the efforts of hostile intelligence services to penetrate U.S. installations abroad.

████████████████████  
Technical Security  
Division, Office  
of Security

25X1A

1445-1600

Records Management Programs in the Agency

The Agency-wide records management programs, directed by the Information Staff, involve a multi-phased process. Mr. ██████████ will acquaint you with these programs which involve the creation, use, maintenance, disposition, disposal, or preservation of records.

████████████████████  
Chief, Information  
Systems Analysis  
Staff

25X1A

1630-1830

SOCIAL HOUR AND DINNER



WEDNESDAY, 28 September

25X1A

1900-2015

### Freedom of Information and Privacy Acts

  
Chief, Information  
and Privacy Staff

The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of government agencies, including the CIA. Our speaker will examine the purposes and requirements of the Acts and will explore some of the problems they raise for management and personnel in the future.

Tuesday  
27,  
Sept

THURSDAY, 29 September

0830-0915 Film: "Printing for Intelligence"

An inside look at CIA's printing facility, this film shows the process of turning raw copy into finished publications.

25X1A

0930-1030 Logistical Support of Agency Activities

Our speaker will address the Office of Logistics role in support of Agency operational activities with emphasis on specific recent projects. Additionally, the changing image of Logistics will be discussed with respect to current trends such as decline of overseas positions, increased automation, and increasing impact of other Federal regulatory agencies.

[REDACTED]  
Executive Officer,  
Office of Logistics

25X1A

1045-1200 Financial Operations in CIA

The job of administering finances is complex; and, given the increasing pressures on the federal government to account for every dollar and cent, accurate financial operations are critically important. Mr. [REDACTED] will discuss the new techniques, such computer automation, used by the Office of Finance to accomplish this mission.

[REDACTED]  
Acting Director of  
Finance

25X1A

1200-1300 LUNCH

#### COMMUNICATIONS

This afternoon, representatives of the Office of Communications will acquaint you with CIA's complex communications network.

1300-1315 Travel [REDACTED]

25X1A

THURSDAY, 29 September (continued)

1315-1415	The Agency's Communications	[REDACTED] Deputy Director of Communications	25X1A
	Communications are a vital link in all activities of the Agency, both at Headquarters and overseas. Our speaker will describe the various forms of communications handled by his office, the types of equipment employed, and the outlook for the future in terms of advancing technology.		25X1A
1430-1615	Training in Agency and Staff Communications	[REDACTED]	
	Following a brief description of the in-depth training in agent and staff communications that is conducted by the school, you will have the opportunity to tour this modern and advanced complex.		
1615-1630	Return [REDACTED]		25X1A
1630-1830	SOCIAL HOUR AND DINNER		
1900-2015	DDA Support to Overseas Operations	[REDACTED] Special Support, Assistant to the DDA	25X1A
	A panel of senior DDA and DDO officers will explore the operational and administrative support to overseas stations provided by the Administration Directorate. This support, which ranges from management of overseas installations to communications, will be illustrated through a discussion of actual case studies.	[REDACTED] Chief of Support, EUR Division	25X1A
		[REDACTED] Deputy Chief, EUR Division, Directorate of Operations	25X1A

FRIDAY, 30 September

0830-0900	Film: "The Ultimate Machine"	
	This is a film about automatic data processing and its various techniques and uses.	
0915-1015	Computer Support to Agency Activities	Clifford D. May Director of Data Processing
	The computer has far-reaching applications as an information processor, as an analytical tool, and as an aid to managers and management. Mr. May will acquaint you with current and projected uses of computer systems in the Agency and describe the role and responsibilities of his office. He will also describe some existing programs and how the Office of Data Processing can be helpful to you as a potential user of computers.	
1030-1200	Physical and Mental Health in CIA	25X1A [REDACTED] Chief, Professional Services, Office of Medical Services
	The Office of Medical Services operates an extensive network of clinical, psychological, and psychiatric services at home and abroad. Dr. [REDACTED] will highlight various facets of this vital support to Agency people.	25X1A
1200-1300	LUNCH	
1300-1430	The Administration Directorate in Perspective	25X1A [REDACTED] Executive Officer, Administration Directorate
	Mr. [REDACTED] will discuss the current issues or problems that are affecting efforts to serve and support the Agency. He will speculate how these developments might change DDA activities over the next few years. Mr. [REDACTED] would also like to discuss any questions about the DDA which are particular interest or concern to you.	25X1A 25X1A
1445-1500	Final Administration and Course Evaluation	

25X1A

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# CHILDREN'S HOSPITAL

NATIONAL MEDICAL CENTER

111 MICHIGAN AVENUE, N.W.

WASHINGTON, D. C. 20010

TEL. (202) 745-3003

November 21, 1977

JOHN H. SHARON  
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ROBERT H. PARROTT, M.D.  
*Director*

JOHN L. CHAMBERLAIN, III  
*Chairman of Medical Staff*

NOEL E. KRONCKE  
*Administrator*

ALFRED B. LAWSON, JR.  
*Development Director*

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Mrs. Joe Theismann

Mrs. Edward W. Virgin

*Honorary Chairmen  
1977-78 Campaign*

Mr. and Mrs. Joe Theismann

## Trends and Highlights Class #62

Dear Friends:

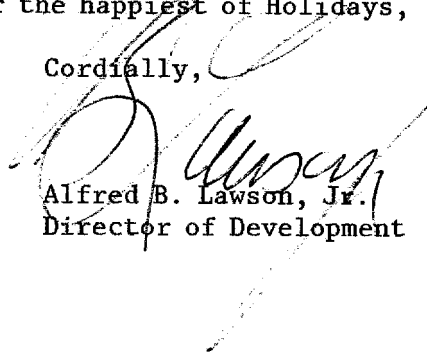
Your recent gift to Children's Hospital National Medical Center in the amount of \$80.77, forwarded to us by Harden and Weaver of WMAL-Radio, is gratefully acknowledged and very much appreciated.

In its 107 years, Children's Hospital has grown, developed, and matured from a hotel for sick children into a National Pediatric Health Center. Its new home is a reflection of the capacity to perform a major role in the care of children.

With gifts such as yours, we can continue to maintain our high standards of pediatric care.

With many thanks and best wishes from all of us here at Children's Hospital for the happiest of Holidays, I am

Cordially,

  
Alfred B. Lawson, Jr.  
Director of Development

